

**Empowering futures:
for a better tomorrow**



Join our team at Ivy Education Trust as our:

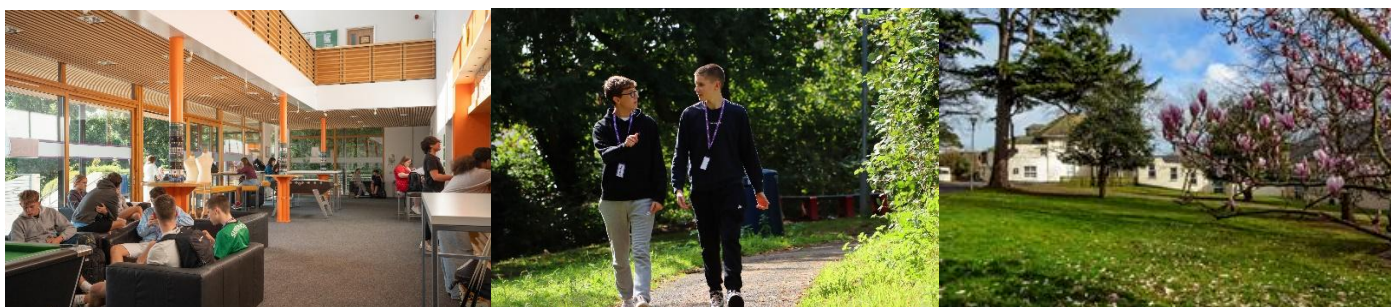
Operations Co-ordinator

Scale 4, £26,824 pa - £28,598 pa FTE

(22.2 hours per week – hours to be worked across a minimum of 3 days per week, 52 weeks per year)

Permanent contract

Use your coordination skills to support our dedicated Operations team in creating safe, efficient, and inspiring environments where students can thrive every day.





Welcome

Everything we do across our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

As part of our central Trust team, you will have the opportunity to play a part in enabling our schools to achieve their ambitions.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.

The role: Operations Co-ordinator (working as part of our Central team based at Teignmouth Community School)

Are you a practical, proactive administrator who enjoys problem solving and completing tasks? We are looking for a part-time Operations Co-ordinator to join our Trust Operations team to help them in their work to ensure our schools run smoothly every day.

This is a great opportunity to have a role that matters: When our students and staff feel confident in their surroundings, they can focus fully on teaching, learning and personal growth. Join us and your work will directly contribute to creating a space where everyone feels supported, respected, and inspired to thrive.

This is a part time role, the working pattern can be discussed in more detail at interview. To ensure we can deliver an effective service to our customers, as a minimum we require the hours to be worked across 3 days of the working week (Monday – Friday inclusive).

Why join us?

- **A role that matters:** A safe, secure, and well-maintained site is the foundation of a successful learning environment.
- **A supportive culture** working alongside colleagues who are committed to providing excellent education opportunities to students

- A role where no two days are the same

What you'll do

Working closely with our Operations Manager and our IT and Estates teams, you will ensure our day-to-day estates and facilities management runs efficiently, from maintenance and compliance, to contractor coordination and financial administration. With a strong focus on health and safety, excellent service delivery, and student experience, this role is ideal for someone who thrives in a dynamic environment and is passionate about creating spaces where people, especially students, can feel safe, supported, and inspired.

Where you will be based

You will be based at one of our secondary schools: Teignmouth Community School. There will be the requirement to travel to other schools in our Trust.

About you

If you

- have a talent for coordinating people, processes, and priorities, to keep things running smoothly
- are customer focussed with a friendly, helpful attitude
- have the ability to work effectively both independently and as part of a team
- have a commitment to safety, efficiency and teamwork
- are proactive and flexible in your approach, able to adapt to the needs of busy school environments
- understand the importance of compliance and health & safety in estates operations
- have strong administrative skills, with attention to detail and accuracy
- enjoy working collaboratively in a busy team and communicating with a wide range of stakeholders
- are proactive, organised, and ready to take ownership of tasks and projects

...then we'd love to hear from you! Please do get in touch to learn more about this opportunity.

We offer

- A role where your work really matters
- The opportunity to work in a team who are invested in creating the conditions to support the growth of others
- Competitive package with generous career average pension scheme with employer contributions of c17%*
- 26 days holiday plus public holidays** (pro-rata for a part time role)
- Ongoing professional development

*employer contribution rates set by the Local Government Pension Scheme.

**including closure days to be taken over the Christmas period

If you're ready to use your skills to make a difference and grow in a supportive, values-based environment, we'd love to hear from you.

How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To learn more about our Trust please view: [Ivy Education Trust](#)

To apply please complete our application form, detailing how you meet the criteria detailed in the person specification on the job description that we will assess during shortlisting. The closing date for applications is Friday 5th December at 9.00am. Interviews will be on the 11th December in our Trust Offices at Teignmouth Community School.

If you have any questions about this opportunity or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at people@ivyeducationtrust.co.uk

Job description

Post title: Operations Coordinator

School: Central Trust Team

Salary grade: Scale 4, £26,824 pa - £28,598 pa FTE

Working hours : 0.6 FTE (22.2 hours per week worked across a minimum of 3 days per week, year-round).

Contract type: Permanent

Responsible to: Operations Manager

Key purpose of job:

Working alongside the Operations Manager and other members of the operations team, the Operations Coordinator plays a key role in supporting the effective delivery, management and coordination of the Trust's growing business services function. This role ensures that Trust operations run smoothly, safely, and in compliance with relevant regulations, while providing excellent service to internal and external stakeholders.

Specific duties and responsibilities:

Operational support

- Coordinate day-to-day operations, including estates and facilities operations, including maintenance, repairs, cleaning, and security.
- Act as the first point of contact for estates-related queries and issues.
- Work in collaboration with the estates team to manage and triage inbound support tickets.
- Liaise with contractors and suppliers to request quotes, coordinate site visits, and monitor delivery.
- Escalate contractor performance issues when outside SLA.
- Prepare documentation associated with the planning and delivery of estates projects, such as refurbishments, relocations, or sustainability initiatives.
- Monitor project timelines, budgets, and contractor performance against key milestones and be responsible for first stage escalation.
- Maintain estates databases, asset registers, and service logs.
- Analyse information held and propose actions to ensure compliance and support risk management.
- Select and collate relevant information for reports and prepare documentation for estates activities.
- Support budget tracking and invoice processing.

- To raise requisitions for Operations activities and to take responsibility for ensuring goods/ services have been received and are to the required quality before invoice approval.

Compliance, Health and Safety

- Support health and safety compliance across the estate, including tracking the schedule of risk assessments, fire safety checks, and statutory inspections.
- Monitor, manage, maintain and coordinate the PPM (Planned and preventative maintenance) schedule and compliance matrix.
- Maintain accurate and thorough records of estates activities including, maintenance schedules, inspections, service logs, and compliance documentation, using judgement to escalate when required.

Customer service

- Provide proactive and professional support to staff, customers, contractors and suppliers, and visitors.
- Promote a safe, clean, and welcoming environment across all sites.

Safeguarding and other duties

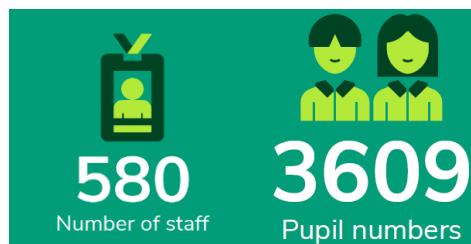
- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting
- the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person specification

| Assessment criteria - evaluated from application form (A) and / or interview (I) | | Essential | Desirable |
|---|--|-----------|-----------|
| Qualifications: | | | |
| GCSE Maths and English or equivalent qualification (A) | | ✓ | |
| Level 3 Business Administration qualification or equivalent experience (A) | | | ✓ |
| Experience: | | | |
| Experience of providing an effective administration / coordination service to others (A,I) | | ✓ | |
| Experience of monitoring budgets (I) | | | ✓ |
| Experience of working in a Professional/ Business Services support role (I) | | | ✓ |
| Knowledge: | | | |
| Working knowledge of Microsoft Office packages including, Outlook, Word, Excel and PowerPoint, and reporting software (I) | | ✓ | |
| Experience of working with compliance software and ticketing systems to support operational delivery (I) | | | ✓ |
| An understanding of the importance of safeguarding responsibilities and an awareness of safeguarding policies and procedures (I) | | ✓ | |
| Skills: | | | |
| Good standard of verbal and written communication skills, able to convey advice clearly and concisely, to coach others, to influence outcomes (A/I) | | ✓ | |
| Ability to work calmly and professionally when faced with complex or time sensitive challenges (I) | | ✓ | |
| Ability to organise and prioritise work effectively and to deadlines (A/I) | | ✓ | |
| Ability to use initiative to take a proactive approach to resolve day-to-day issues independently, escalating only where necessary (A) | | ✓ | |
| Strong attention to detail, able to identify discrepancies, errors, or potential issues in documentation, reports, and compliance records (I) | | ✓ | |
| Competent user of IT, able to use IT systems for communication and to maintain up to date records and information (A,I) | | ✓ | |
| Ability to learn new systems quickly and effectively (I) | | ✓ | |

Our Trust

Our vision and mission define our purpose.



Our vision: 'Empowering futures; for a better tomorrow'


Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **'To deliver an ambitious, high-quality, inclusive education'.**

Our how:

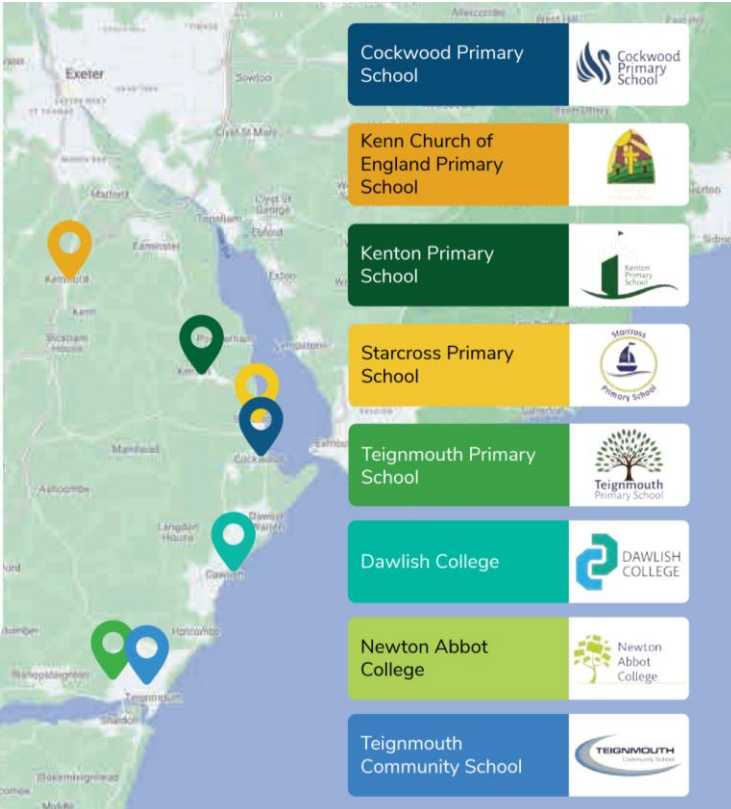
Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.











Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.



| | |
|---------------------------------------|---|
| Cockwood Primary School |  |
| Kenn Church of England Primary School |  |
| Kenton Primary School |  |
| Starcross Primary School |  |
| Teignmouth Primary School |  |
| Dawlish College |  |
| Newton Abbot College |  |
| Teignmouth Community School |  |

Be Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.